Student Leave Application System

User’s Manual (Faculty)

I. Application Review

1. You receive a notification of a student’s application for leave of absence.

檔案 郵件 Adobe PDF

此郵件已轉換為純文字。

寄件者: 義守大學 應用資訊系統 <ncourse@isu.edu.tw>
寄件日期: 2015/3/23 (週一) 上午 01:17
收件者: 【義守大學】
副本:
主旨: 假單待簽核通知(Notification Student Leave Application)_10277023A3

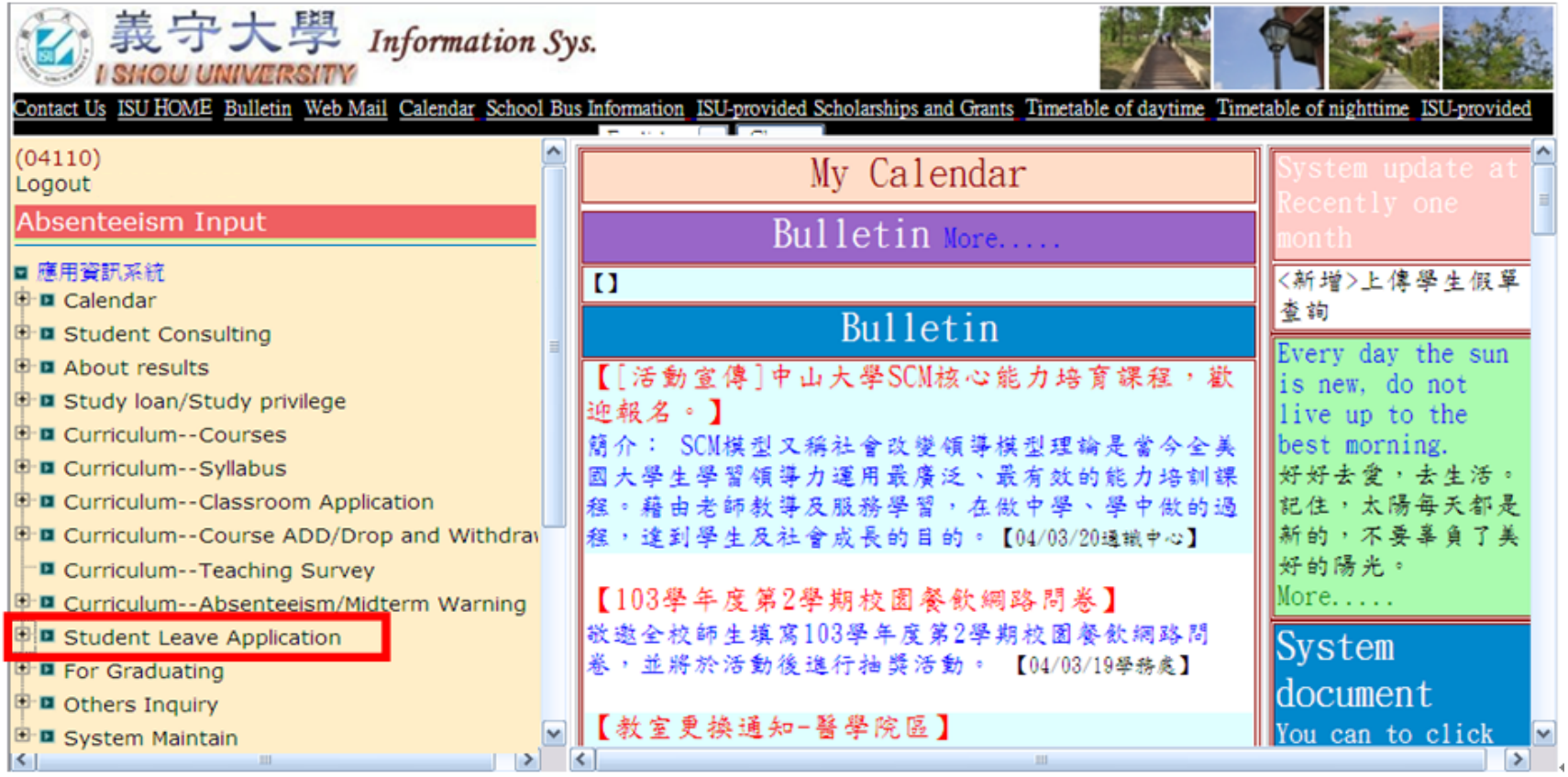
老師您好 Dear Professor ：

單號 : 110403250001
主旨 : 學生(1 23A 李 庭)提出請假申請
日期 : 1040325 至 1040401

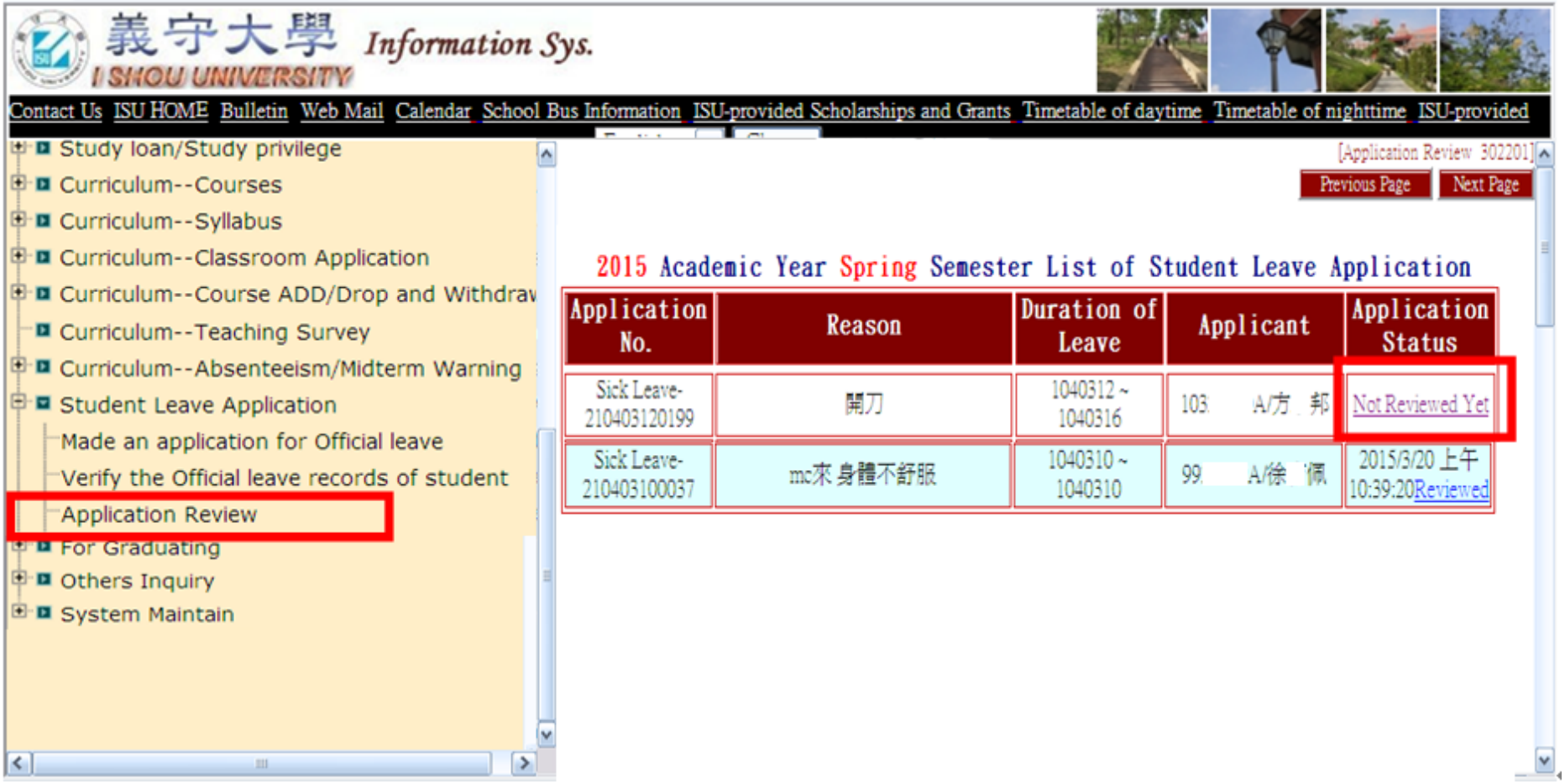
請進入應用資訊系統 http://netreg.isu.edu.tw/wapp 執行後續簽核作業
Application No. : 110403250001
Subject : You receive a notification of a student(1_ _ _ _23A 李 庭) application for leave of absence .
Duration of Leave : 1040325 ~ 1040401
Please log in to the Information System(http://netreg.isu.edu.tw/wapp) to review the application.

義守大學 I-Shou University 應用資訊系統 Information System 7

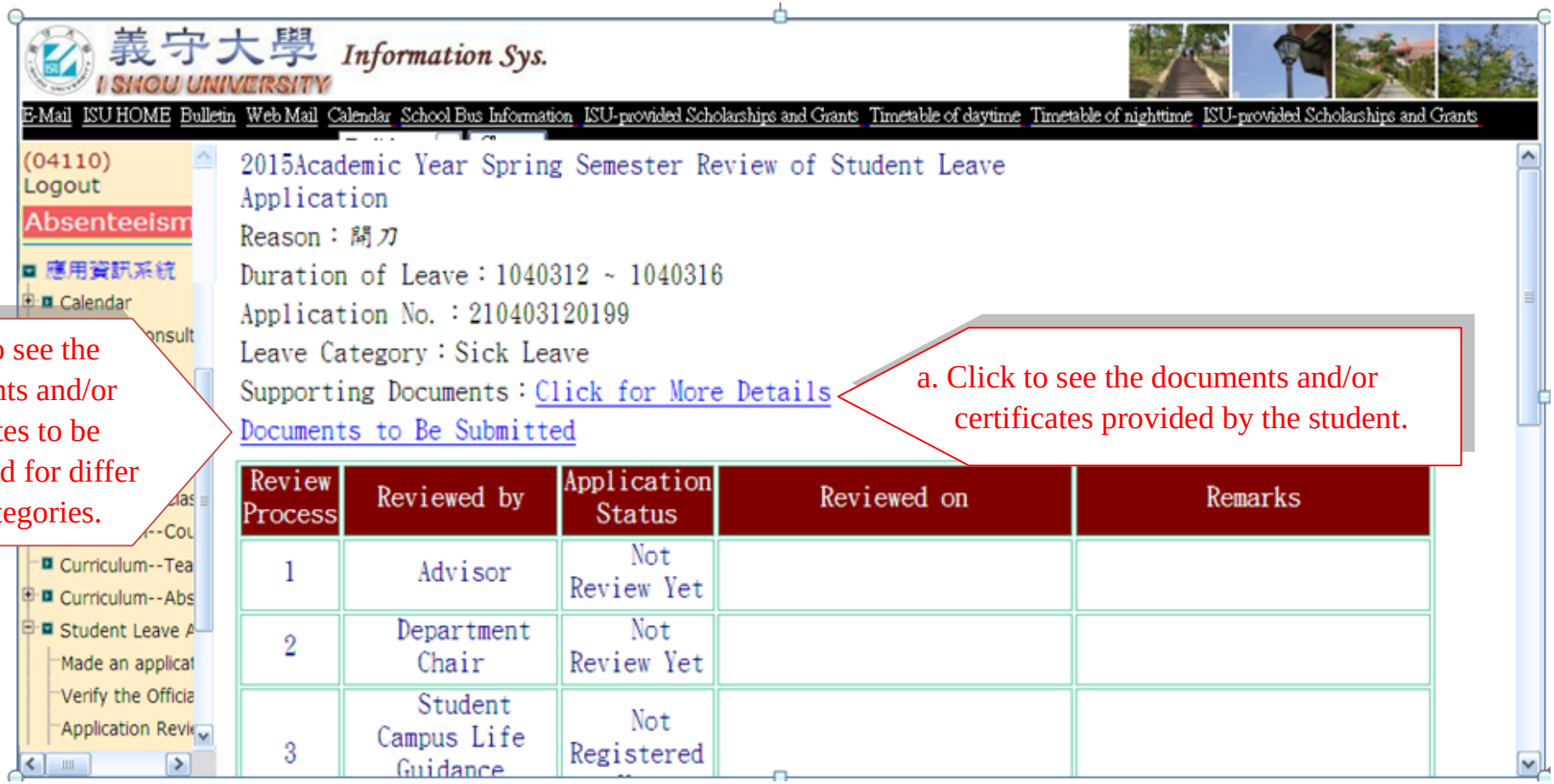
2. After logging in to the Information System, click “Student Leave Application” on the left-hand side.



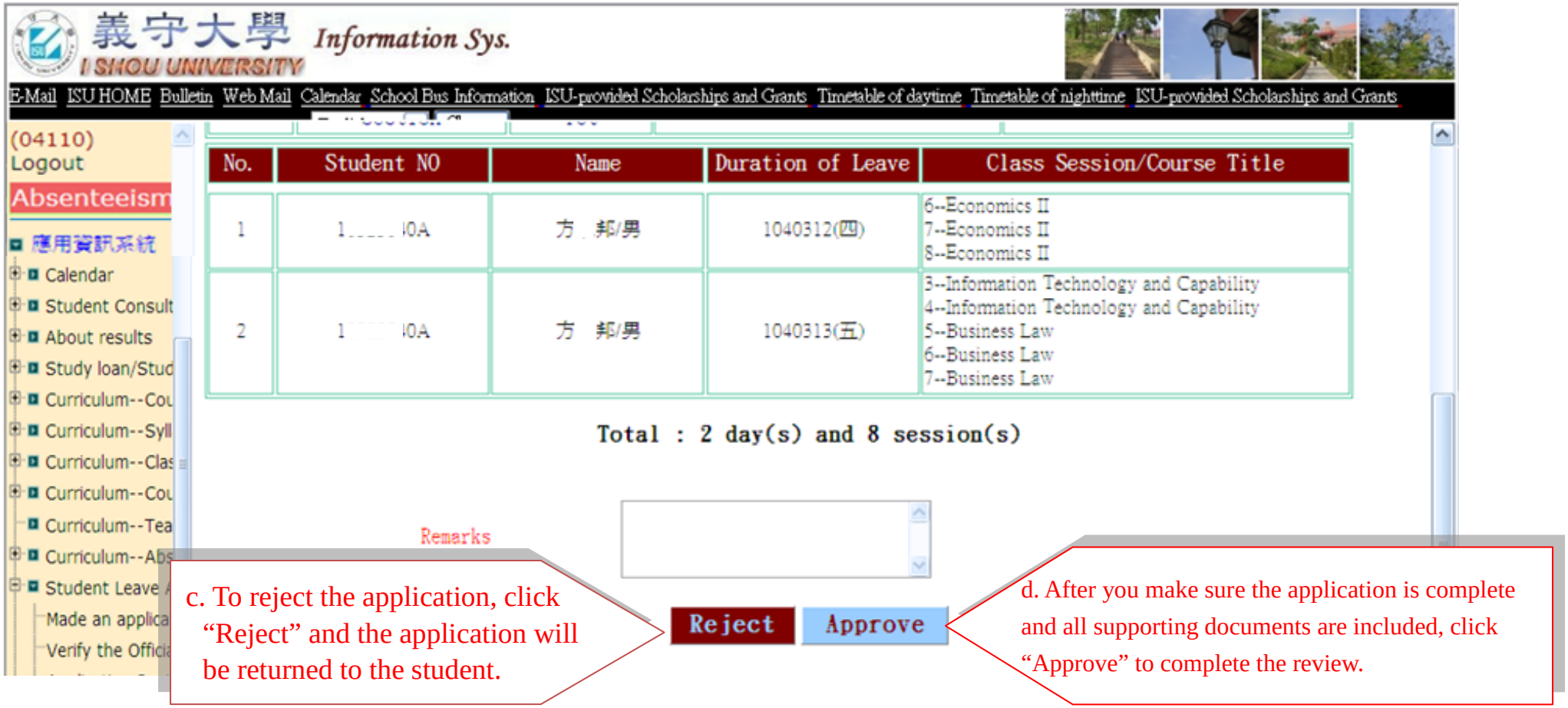
3. Click “Application Review” and then “Not Reviewed Yet.”



4. Details about the Student Leave Application.(1)



5. Details about the Student Leave Application.(2)



6. Queries about Student Leave Applications Already Reviewed

II. Review Process:

Review Process / Days of Leave	Course Instructor	Advisor	Department Chair	Student Campus Life Guidance Section	Section Chief of Student Campus Life Guidance Section	Dean of Student Affairs	President
				Section Chief of Student Affairs Section (Division of Continuing Education)	Staff-in-charge (Division of Continuing Education)		
4 hours or less (only for the same course)	✓						
2 days or less (for two or more courses)		✓					
3~4 days		✓	✓				
5~7 days		✓	✓	✓	✓	✓	
More than 7 days		✓	✓	✓	✓	✓	✓

Notes:
1.✓ Refers to ratification required.

III. Documents to Be Submitted(1):

Documents to Be Submitted	
Leave Category	
1.Sick Leave	a.1 day or less(only for the same course): no supporting documents required, depending on the requirements for teachers and parents to review. b.2~4 days(for two or more courses):Receipt of medical expenses or certificate of diagnosis. c.5 days or more:Certificate of diagnosis issued by an NHI-contracted hospital or clinic.
2.Personal Leave	a.over 1 day :Certificate signed by the parent(s) or legal guardian. b.International Students (family members arrive in Taiwan for visiting them or sightseeing): Certificate signed by the parent(s) or legal guardian, and certificate of entry and exit dates.
3.Bereavement Leave	Obituary or death certificate.
4.Leave from Examination	Supporting documents must be submitted regardless of the number of days / sessions of leave.
5.Service Education Course	a.Parent affidavit is required for those who apply for service education leave longer than one day. b.Regulations and required documents of taking leave for general courses apply to service education leave.

III. Documents to Be Submitted(2):

6.Prenatal Leave 7.Postnatal Leave 8.Miscarriage Leave	Supporting documents must be submitted regardless of the number of days / sessions of leave: a. Certificate of diagnosis issued by an NHI-contracted hospital or clinic or any valid document or certificate which can prove her pregnancy.
9.Notes	1. For students of non-R.O.C. nationality, no leave of absence will be granted when their family members arrive in Taiwan for visiting them or sightseeing, unless the family members are lineal relatives within the second degree of kinship. 2.No personal leave will be granted to exchange students unless they have for special reasons. 3. If the date of doctor visit on a certificate of diagnosis is seven days (or more) earlier or later than the date of application for leave of absence, and it is difficult to figure out the real reason for the leave, a certificate signed by the parent(s) or legal guardian must be submitted. 4. When a certificate signed by the parent(s) or legal guardian is submitted, it should detail the information required, including who, when, where, and why.

IV. Notes:

1. If the number of days a student applies for exceeds the allowable limit, please ensure that the details about the leave are clearly stated on the supporting document(s).
2. As no queries about rejected applications are availble now, please clearly state the reason for rejection in the column “Remarks” for fear that the student re-submits an incomplete or invalid application.
3. For overseas compatriot students, mainland Chinese students and international students, their parents will be notified of their applications for leave of absence via e-mail.
4. If you have any further questions or concerns, please feel free to contact Ms. Chiu (Student Campus Life Guidance Section; Tel: (07) 657-7711 ext. 2216).